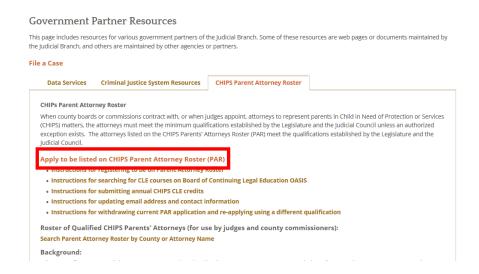
Steps to edit your Parent Attorney Roster profile, including adding an additional county in which you wish to serve as a parents' attorney.

1. Go to http://www.mncourts.gov/GovernmentPartners.aspx#tab03ChipsParentsAttorneyRoster and click on the "CHIPS Parent Attorney Roster."



2. Click on "Log In / Register."



Click Log In/Register to log into the CHIPS Parent Attorney Roster using your MyCourtMN account information.

If you do not yet have a MyCourtMN account, you will be prompted to set one up, at which point you will be able to access the CHIPS Parent Attorney Roster.

Log In/Register

3. Enter your MyCourtMN email address and password and click on the blue "Log In" button.



4. Click on "Enter Roster Information"



5. Click on "My Parent Attorney Roster Profile"



Home Menu

Please click one of the options below.

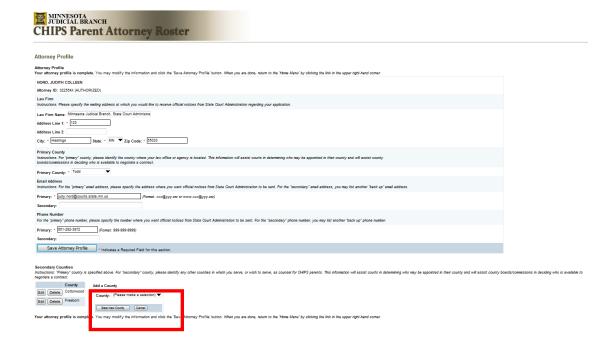
Attorneys

My Parent Attorney Roster Profile

Apply to be on roster

Update Conditionally Approved Roster Status Check status of pending and/or past applications

6. Scroll to the section you wish to edit and make the change. To add a county in which you want to serve as parents' attorney, scroll to the bottom of the page and, under "add a county" click on the "please make a selection box."



7. Click on the county you wish to add (e.g., Cass) and click "save." It will then appear in your list of counties.

CHIPS Parent Attorney Roster		
Attorney Profile		
Attorney Profile Your attorney profile is complete. You may modify the information and of	click the 'Save Attorney Profile' button. When you are done, return to the 'Home Menu' by olicking the link in the upper right-hand corner.	
Total data representation and the amount and the	alien his bottle nations, from you are being retain to the Family morning are tain in the upper right name bottle.	
Law Firm Instructions: Please specify the mailing address at which you would like to	receive official notices from State Court Administration regarding your application.	
Law Firm Name:		
Address Line 1: * 123		
Address Line 2:		
City: • Hastings State: • MN ▼ Zip Code: • 55033		
Primary County Instructions: For "primary" county, please iden Aitkin boards/commissions in deciding who is availab Anoka Becker	office or agency is located. This information will assist courts in determining who may be appointed in their county and will assist county	
Primary County: • Todd Seltrami		
Email Address Big Stone Instructions: For the "primary" email address, tBlue Earth	are you want official notices from State Court Administration to be sent. For the "secondary" email address, you may list another "back up" email address.	
Primary: * Brown g Carlton	:@yyy zzz or www.xxx@yyy zzz)	
Secondary: Cass		
Phone Number Chisago Clay For the "primary" phone number, please specify Clearwater	fficial notices from State Court Administration to be sent. For the "secondary" phone number, you may list another "back up" phone number.	
Primary: (Format: Cook Cottonwood	, , , , , , , , , , , , , , , , , , , ,	
Secondary: Crow Wing Dakota		
Save Attorney Profile - Indical Dodge Douglas	action.	
Faribault Fillmore Secondary Counties Freeborn		
Instructions: "Primary" county is specified abov Goodhue Grant negotiate a contract. Hennepin	see identify any other counties in which you serve, or wish to serve, as counsel for CHPS parents. This information will assist courts in determining who may be appointed in their county and will assist county be	ards/commissions in deciding who is available to
County Add a Cou Houston	•	
Edit Delete Cottonwood Edit Delete Freeborn County: (Please make a selection)		
Save New County (Cancel)		
Your attorney profile is complete. You may modify the information and click the 'Save Attorney Profile' button. When you are done, return to the "Home Menu" by clicking the link in the upper right-hand corner.		

8. Click "log out" to exit the application

MINNESOTA JUDICIAL BRANCH

